



MARLING
SCHOOL

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MARLING SCHOOL AND SIXTH FORM
CAINSCROSS ROAD, STROUD, GLOUCESTERSHIRE GL5 4HE
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Entrance Test for Admissions to Marling School

Privacy Notice

May 2021

Our contact details:

Name: Marling School

Address: Cainscross Road, Stroud, GL5 4HE

Phone Number: 01453 762251 E-mail: DPO@marling.school

Marling School is the data controller of the personal information you provide to us for the Year 7 Entrance test for admissions to Marling School. This means Marling School determines the purposes for which, and the manner in which, any personal data is to be processed. Where Marling School outsources data to a third party processor, the same data protection standards that we uphold are imposed on the processor.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, date of birth)
- Education data (applicants' primary school data; Pupil Premium data; test data)
- Sensitive data: Special Educational Needs information
- Looked After Children information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- **To enter your child/ren into the entrance test and admissions process**

We also receive personal information indirectly, from the following sources in the following scenarios:

- Primary Schools for confirmation of Pupil Premium, Service Pupil Premium, Special Education Needs and Disability, Looked After Children

Raising Aspirations, Inspiring Excellence, Succeeding Together

Marling School is part of Cotswold Beacon Academy Trust, registered in England and Wales no. 7692339, registered office Cainscross Road, Stroud, GL5 4HE



We use the information that you have given us in order to:

- Enter your child/ren into the entrance test and allocate a test centre.
- Make special provision where appropriate for children's equal participation in the entrance test.
- Notify you of your child/ren's results in the entrance test and to contact you about the allocation of a place.
- Admit your child/ren to school, where relevant, in combination with data supplied by Gloucestershire County Council.

We may share this information with:

- Applicaa, who act as our data processor to receive and collate the applications.
- CEM (Centre for Evaluation and Monitoring), who provide and mark the entrance test, and who undertake research analysis to inform their entrance assessments.
- Individual schools within the G7 group of Gloucestershire Grammar Schools, for the purposes of allocating a test centre or where you have requested that test results be shared. The G7 group comprises Marling School, The Crypt School, Denmark Road High School, Pate's Grammar School, Ribston Hall High School, Sir Thomas Rich's School and Stroud High School, who collaborate to ensure the effective administration of the entrance test for Year 7 admissions. Where we share information with individual schools, they will become Controller of that data and assume responsibility for its use and retention; see individual schools' privacy notices for details.
- The school within the G7 group that acts as our data processor to coordinate the admissions test registration process. Currently, this is The Crypt School.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You may remove your consent at any time. You can do this by contacting Marling School Data Protection Officer.
- (c) We have a legal obligation.
- (e) We need it to perform a public task.

How we store your personal information

Your application information is securely stored:

- on Amazon servers by Applicaa (see Applicaa's [Privacy Policy](#)).
- On our school networks or external servers.

- by CEM in proprietary databases and computer file systems with access limited to CEM staff only. All personal data is held in UK Data Centres (see CEM's [Privacy Policy](#)).

We retain your personal data for the length of time required for the specific purpose or purposes for which it was collected, which are set out in this Privacy Notice.

We keep the information you have supplied and test results for 12 months. After this time, if a place is taken up, the data will form part of the pupil's ongoing educational record. Otherwise, we will dispose of your information by securely deleting it from our school networks and servers. We use companies with special authorisation to destroy any paper records of personal data. We instruct Applicaa to delete its records of personal data collected for Marling School after 12 months. CEM may keep data which has been anonymised to allow it to carry out analysis of its products and services.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Marling School Data Protection Officer if you wish to make a request.

Contact us

If you have any questions or concerns about the way we are collecting or using your personal data, we request that you raise this with us in the first instance by contacting the Data Protection Officer (DPO@marling.school). Should you wish to, you may make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>; Tel: 0303 123 1113 Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

ICO website: <https://www.ico.org.uk>